



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CONSULTING PHYSICIAN SPECIALIST

Class No. 004194

■ CLASSIFICATION PURPOSE

To render professional medical policy and quality assurance direction in a hospital, detention facility, clinic, or public health program; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Incumbents in these positions are licensed physicians who serve in a combined clinical/administrative capacity and must be sufficiently experienced in a medical specialty to render difficult medical decisions and consult with other physicians and medical personnel. Under general direction, responsibilities include providing medical and policy direction in a designated specialty area. Positions in this class are typically part-time.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs and coordinates the implementation of medical policies.
2. Establishes treatment guidelines in designated specialty areas such as emergency medical services, mental health, geriatric, or maternal/child health.
3. Develops and establishes policies and procedures related to certification and licensing of pre-hospital medical personnel in collaboration with the Division Chief and advisory committees.
4. Reviews and evaluates medical issues and provides consultation and assessments for medical situations to identify options and recommend appropriate actions.
5. Assists in the certification and licensing review for pre-hospital medical personnel (EMS).
6. Supervises the maintenance of records and the preparation of reports as required.
7. Maintains liaison with local, state and federal health agencies.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of medical administration.
- Anatomy, physiology and diseases of the human body.
- Methods of diagnosing and treating diseases and physical ailments.
- Physical, psychiatric and rehabilitation therapies.
- Emergency medical care techniques.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop policies and procedures to ensure effective delivery of medical services in a variety of specialty areas.

- Diagnose and treat a wide range of diseases and ailments.
- Train and evaluate medical personnel.
- Analyze problems, draw logical conclusions and make sound recommendations.
- Communicate effectively, orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Possession of an M.D. degree from an accredited medical school of recognized standing, AND four years of recent post-internship experience in a medical specialty field that provided exposure to a broad range of medical diagnostic and treatment problems, including managing a current medical practice; AND at least two years of administrative experience which included analyzing and resolving organizational and management problems in a medical setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Applicants must possess a valid license to practice medicine in the State of California at time of appointment.

Applicants must be Board Certified in the designated specialty field.

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Will be required to work night and weekend shifts as needed.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: September 22, 1989

September 22, 1989

Reviewed: Spring 2003

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